

The school wishes to employ Mr./Ms. _____ to teach _____ subject(s) to the students of _____ standards.

The school perceives that the teacher has the necessary qualifications and expertise to perform their duties and responsibilities.

Mr./Ms. _____ accepts the offer of employment put across by the school covering the following terms and conditions:

1. Commencement of Employment

The teacher agrees to join the school starting from _____ as a _____ (*Full Time or Part Time*) employee and may continue to work for a minimum of *One Year*.

2. Duties and Responsibilities of a Teacher

The teacher agrees to focus on creating an educational environment conducive to learning. Besides staying on top of the curriculum, the teacher shall perform the following duties and responsibilities:

- Ensuring student safety and welfare.
- Managing behaviour in the classroom, on school grounds, and during field trips.
- Maintaining the records of student's presence in the school daily.
- Ensuring equitable treatment of all students.
- Promoting self-esteem, independence, and self-discipline in students.
- Developing lesson plans that meet top-notch education standards.
- Evaluating student progress and reporting the same to parents during PTMs.
- Covering the syllabus with students to ensure understanding.
- Giving home assignments regularly and ensuring their timely completion.
- Preparing materials, such as classroom notes and lesson plans.
- Helping school organise various educational and cultural activities.
- Reporting any issue or complaints to the administrative authorities.

3. Routine Work Schedule

The teacher agrees to work from Monday to Saturday, except the Govt. Holidays, for **6.5 hours** daily, from **7:50 AM to 2:30 PM** during *summers* and **8:50 AM to 3:10 PM** during *winters*. The teacher also agrees to remain available for after-school hours for meetings and student support in exceptional cases.

4. Salary and Additional Benefits

In exchange for the services provided, the teacher is entitled to receive a monthly salary of _____ from the school. After rendering services for One year, a year-on-year increment of **10%** shall apply to the salary upon performance appraisal of the teacher.

In addition to the salary, the teacher is entitled to receive ESIC and paid leaves of up to 12 days per year (one paid leave each month).

A teacher's benefits besides a fixed salary might vary as per the school policies. These benefits can include free meals, paid time off, and more. However, it depends entirely on the school and which additional perks they want to provide.

5. Holidays and Provisions for Leave

The teacher is entitled to receive School Annual calendar holidays annually, excluding Sundays and Second Saturday of every month. The teacher agrees that they will not take any leave or holidays during their contract without approval from the school.

They must give the school authorities a justifiable reason for seeking leaves. If the teacher wishes to take sick leaves, they must submit a medical certificate signed by a doctor.

6. Materials Provided by the School

The school shall provide the required textbooks and additional resources to the teacher, which can be issued from the school library free of cost. However, if there is any damage to the textbooks and other resources due to the teacher's negligence, they will have to pay a fine of **₹500 or the Cost of Damage** for every damaged material to the librarian.

7. Performance Appraisal

The teacher's performance will be evaluated once a Year regarding their student's progress and feedback from their fellow teachers and students.

8. Code of Conduct and Ensuring Discipline

The teacher's foremost responsibility will be maintaining decorum and discipline in the classroom. They can also take disciplinary action except for physical punishment against students if they feel it is necessary. The teacher must also protect the students from bullying and other forms of abuse during their classroom period.

9. Confidentiality and Proprietary Rights

The teacher may be exposed to the school's confidential information during their employment. Hence, the teacher agrees to maintain the confidentiality of confidential information, materials, and student's credentials.

The proprietary right of such information and materials shall remain with the school only. Therefore, any tangible material shared by the school with the teacher has to be returned within **7 days** from the date of employment period expiration.

10. Termination of Agreement

If the teacher wishes to resign voluntarily, they shall not be entitled to receive any benefits or salary for that particular month. Here are the conditions which can lead to the termination of the agreement:

- If the teacher fails to fulfill their duties and obligations as mentioned in this contract.
- If the school fails to pay the monthly remuneration without any reasonable cause.
- If the teacher is found guilty of any mistreatment regarding students or conducts any deceit in their services.
- If the teacher is found guilty of spreading rumours and falsified information about the school and their colleagues
- If the teacher is absent without informing and receiving approval from the school authorities for 7 days.

However School needs to give no notice period or any compensation if it deemed necessary to terminate a Teacher's service on grounds of Misconduct, subversive attitude or action or for any incident which is detrimental to the well being and reputation of the school or any member of the School.

11. Miscellaneous

- This agreement will be governed by the laws of the CAMBRIDGE HEIGHTS SCHOOL, SAGAR (M.P.).
- Teacher cannot waive any provision, obligations, or rights of this agreement unless established in writing with consent from School authorities.

12. Notice Period

If the teacher quits the job on their own will, they will have to give the school authorities a notice period of **60 days or 2 Months**. Similarly, if the school expels the teacher without any justifiable reason, they will provide a notice period of **30 days or 1 Month** alongside the accrued salary to the teacher.

Teacher agrees to the aforesaid terms and conditions with their full awareness and demonstrates the same by signing the credentials below:



Date:

Teacher's Name:



Date:

Employer's Name and Stamp: